

**DUTY STATEMENT**

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**DUTY STATEMENT**

Employee Name: Vacant	Current Date: November 2022
Classification: Air Resources Supervisor II	Position #: 673-210-3763-002
Division/Office: Enforcement	CBID: S09
Section: Diesel Programs Enforcement Branch	
Supervisor Name: Vacant	Supervisor Classification: CEA

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):

**SUPERVISION EXERCISED**

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises: 5 – Air Resources Supervisor I

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Total number of positions in Section/Branch/Office for which this position is responsible: 52  
FOR LEADPERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF BRANCH: The Diesel Programs Enforcement Branch (DPEB) is responsible for enforcing California Air Resources Board (CARB) regulations designed to improve air quality by reducing emissions generated by diesel-powered trucks, buses, and special purpose equipment, including diesel-powered transport refrigeration units (TRUs), diesel-powered construction, mining, and airport ground support equipment, and other types of off-road, self-propelled, diesel-powered equipment. DPEB consists of five sections: 1) the Statewide Truck and Bus Enforcement Section, 2) the Specialized Fleet Enforcement Section, 3) the Diesel Equipment Enforcement Section, 4) the Freight Hub Enforcement Section, and 5) the Data Operations Section.

Enforcement services provided by DPEB focus primarily on conducting inspections of truck, bus, and special purpose equipment fleets subject to these rules, investigating complaints, tips, and leads concerning potentially non-compliant vehicle and equipment fleets, initiating enforcement actions where violations are found, and resolving these cases, including providing support in cases that are referred for litigation. DPEB is also responsible for developing data-driven enforcement processes, tracking tools, and enforcement reporting systems to improve the efficiency and transparency of CARB's enforcement programs. This includes developing, deploying, and maintaining the Remote Emission Monitoring and Enforcement System (REMES), the Enforcement Data Visualization System (EDSS), and supports the Enforcement Division's Annual Report. DPEB also provides operational, technical, and enforcement support for the use of Remote Emissions Monitoring Devices (REMD), which are used to focus the Branch's inspections and investigations. DPEB has primary responsibility for enforcement of multiple targeted CARB Diesel Risk and Greenhouse Gas Reduction Programs, including the Heavy-Duty Inspection and Maintenance Program (HD I/M), Periodic Smoke Inspection Program (PSIP), the Statewide Truck and Bus Program, the Advanced Clean Fleets Program, and various specialized truck and bus fleet programs, including the Solid Waste Collection Vehicle Program, the Urban Bus and Transit Fleet Vehicle Programs, the Public Agency and Utility Fleet Program, and the Drayage Truck Program. Additionally, the DPEB has primary responsibility for enforcement of multiple special purpose equipment programs, including the Transport Refrigeration Unit (TRU) Program, the Verified Diesel Emissions Control Strategies (VDECS) Program, and the In-Use Off-Road Diesel Equipment Program.

CONCEPT OF POSITION: Under the general direction of the Enforcement Division Chief the Air Resources Supervisor II is a second level supervisory position responsible for planning, organizing, and directing the work of the DPEB, including providing direction and assistance to subordinate managers and staff in interpreting and applying regulations, planning case investigations, assessing violations, initiating enforcement actions, negotiating settlements, and preparing cases for civil and criminal litigation. The incumbent has overall responsibility for a broad range of general program and workforce management activities, including providing input to the regulatory development process to improve enforceability to ensure an effective enforcement program, developing enforcement strategies and plans. Travel will be required 25% of the time.

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<b><u>% OF TIME</u></b>	<b><u>RESPONSIBILITIES OF POSITION</u></b>
30% - E	Plan, organize, direct, evaluate, and manage the Branch inspections, investigations, case resolutions, data-driven enforcement processes, and use of REMDs to focus enforcement efforts. Provide litigation support, and enforcement services and activities, and monitor the compliance of the Diesel Program Enforcement Branch to accomplish established goals and objectives. Monitor and resolve issues and problems that arise.
20% - E	Provide technical direction and assistance in interpreting regulations, planning case investigations, assessing violations, initiating enforcement actions, negotiating settlements, and preparing cases for civil and criminal litigation, particularly with respect to larger and more complex cases; and in developing data-driven enforcement processes and use of REMDs to focus enforcement efforts.
10% - E	Provide overall management and administration of Diesel Risk and Greenhouse Gas Reduction Enforcement Programs. Participate in the formulation and development of enforcement policies and procedure. Ensure that established policies are consistently and uniformly implemented in day to day practices.
10% - E	Participate in the evaluation of current enforcement programs, the identification, assessment and implementation of potential changes and improvements to existing enforcement programs and the development of new emission reduction programs, including preparing and reviewing legislative and regulatory proposals, attending public workshops and hearings, developing budget proposals and conducting ad-hoc analyses and special studies.
10% - E	Monitor overall Diesel Programs Enforcement Branch performance and the performance of each of the Branch's business units. Prepare monthly, quarterly, and annual status and performance reports. Prepare written reports and make presentations on sensitive issues to CARB executive management and others as required.
10% - E	Manage the overall recruitment, hiring, and training of Diesel Programs Enforcement Branch staff. Assist subordinate Air Resources Supervisor I's with their administrative and personnel-related duties. Ensure that all Diesel Program Enforcement Branch employees are made accountable to meet work performance standards and initiate disciplinary action, when required. Conduct probation reports and annual performance reviews with all subordinate Air Resources Supervisor Is.
5% - E	Collaborate extensively with CARB executives, CARB Legal Office and Department of Justice attorneys, and program managers from other CARB business units on a broad range of activities and represent CARB at meetings, conferences, and other events involving other government agencies at the local, regional, state, federal, and international levels, non-governmental and media organizations, industry groups, and the general public.
5% - M	On a rotating basis with other Enforcement Division Branch Chiefs, act on behalf of the Enforcement Division Chief or the Assistant Division Chief in their absence.

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